

**Pacific Gateway Workforce Investment Network
Summer Youth Employment Training Program
Training Site Agreement**

This Training Site Agreement is entered into by and between the Pacific Gateway Workforce Investment Network (PGWIN) and the undersigned Training Site and Training Site Supervisor.

The undersigned Training Site and Training Site Supervisor agree to:

- Participate in a training site orientation conducted by the PGWIN;
- Provide a training site orientation for all participants (including, but not limited to, work site safety and emergency procedures);
- Provide supervision by a paid staff member, with a maximum ratio of one (1) adult supervisor to five (5) participants (unless otherwise agreed to by the PGWIN);
- Identify an alternate supervisor;
- Ensure that participants will not displace regular employees;
- Ensure that participants will perform job duties as described in the Worksite Request Form;
- Ensure all participants remain at training site during scheduled training hours;
- Provide a consistent training schedule and structured training experience for participants;
- Adhere to program's grievance procedures when addressing training-related issues with participants, and work with assigned PGWIN staff person in resolving such issues;
- Submit accurate participant time sheets in a timely manner;
- Complete evaluation of participants using Participant Evaluation Form;
- Provide a sanitary and non-hazardous work environment and adhere to health and safety codes as regulated by the State Division of Labor Standards and Enforcement, and State and Federal Child Labor Laws; including verification that participants provide documentation confirming negative Tuberculosis test results as may be required for certain delegated work assignments (i.e., child care, food service, etc.);
- Comply with applicable Federal, State, County, and local labor rules and regulations;
- Prohibit participant's participation in political and sectarian activities while in training.

The Pacific Gateway Workforce Investment Network agrees to:

- Pre-screen and evaluate participants to determine appropriate placement;
- Pay all wages to all participants assigned to this training site and distribute participant payroll;
- Provide weekly contact by PGWIN staff;
- Monitor training sites for compliance with this training site agreement and applicable program rules and regulations;
- Provide coverage for all participants under the City of Long Beach Workers' Compensation Plan;

I have read this Training Site Agreement and understand that this is conditional upon PGWIN approval.

Training Site: _____

Phone: _____

Training Site Supervisor:

Print Name

Signature

Date

PGWIN Youth Services Coordinator:

Rick Gonzalez

Print Name

Signature

Date

Notes: _____

To submit this Agreement, please fax to 562.570.4744. Questions or information, please contact Lucius Martin at 562.570.4735, lucius.martin@longbeach.gov, or Kristen Major at 562.570.4733, kristen.major@longbeach.gov.